

COMOMAGINST 1050.1F
N11
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COMOMAG INSTRUCTION 1050.1F

Subj: LEAVE, LIBERTY AND SICK IN QUARTERS POLICY AND PROCEDURES

Ref: (a) MILPERSMAN
(b) U.S. Navy Regulations
(c) COMOMAGINST 1336.1C
(d) COMOMAGINST 1601.1L
(e) OPNAVINST 5510.1H
(f) BUPERSINST 1050.11E

1. Purpose. To promulgate policy and procedures concerning leave, liberty and Sick In Quarters (SIQ) for Commander, Mobile Mine Assembly Group (COMOMAG) staff personnel.

2. Cancellation. COMOMAGINST 1050.1E.

3. Policy. All personnel shall be reasonably afforded the opportunity to fully utilize leave which they are entitled to under the provisions of references (a) and (b). Loss of leave is highly discouraged and will be avoided when practicable. Discretion and judgment must be exercised in managing leave to ensure the best interest of both the command and individual are served.

4. Leave Regulations and Procedures. The following guidance shall be followed concerning the administration of leave within COMOMAG:

a. Annual Leave. Department Heads should encourage personnel to use their annual leave periodically throughout the year and avoid saving leave until the end of the fiscal year when the number of personnel desiring leave may become excessive. All supervisors and individuals must monitor leave balances monthly (in Admin) to ensure excessive leave balances do not accrue prior to the end of the fiscal year. Department Heads shall ensure individuals who repeatedly refuse to take leave are appropriately counseled.

b. Advance Leave. Leave will not normally be granted to an individual who has a negative leave balance, or will incur a negative balance as a result of a leave period. Advance leave shall be granted only to resolve emergency and urgent personal or morale problems and will be routed to the Commander for final approval. All individuals requesting advance leave shall be

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counseled concerning their request prior to routing to the Commander. Individuals must be cautioned that advance leave is granted prior to its actual accrual based on reasonable expectation that it will be earned during remaining obligated active duty. Individuals shall also be counseled regarding monetary loss (lump sum) when carrying over a negative leave balance upon reenlisting or extending their enlistment.

c. Emergency Leave. The existence of an emergency warranting emergency leave must be verified by letter, telegram, or telephone call from the family member, minister, attending physician, or other interested party to the member's command or member concerned prior to granting the request. Extreme care must be exercised to ensure that an emergency exists within the member's household or immediate family which will be resolved or alleviated by the member's presence. Assistance from the American Red Cross for both member and immediate family should be requested as necessary. As defined in reference (a), immediate family is defined as "father, mother, person standing in loco parentis, spouse, children, brother, sister, or only living relative." "In loco parentis" is defined by Department of Defense Directive as a person who stood in place of a parent to the servicemember 24 hours a day for a period of at least 5 years before the servicemember became 21 years old or entered military service. "Immediate family" pertains to that of both service-member or spouse. Emergency leave requests will be acted on by Department Heads/Chief Staff Officer (CSO) during working hours and by the SDO outside of regular working hours. When the SDO grants emergency leave, he/she will furnish the cognizant Department Head and the CSO with a brief written statement outlining the circumstances of the case at the beginning of the next working day. Department Heads shall ensure the CSO is briefed concerning each emergency leave request as soon as practicable. If the occasion should arise when the SDO or the Department Head is of the opinion that a confirmed, emergency leave request should not be granted, the matter shall be referred directly to the CSO or the Commander for resolution prior to final action.

d. Convalescent Leave. Convalescent leave is not chargeable to a members' leave account and is granted to persons under medical care which is considered part of care and treatment prescribed for recuperation or convalescence following formal admission to a medical treatment facility. Members placed on convalescent leave must ensure they comply with all restrictions placed on them by their attending physician/medical treatment facility during the

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period of their leave, including the requirement to remain in the local area if necessary. As a prerequisite to approving convalescent leave, Department Heads, or the SDO, must ensure appropriate medical documentation is provided by the individual and is attached to all copies of convalescent leave papers and retained by the Commander/CSO Secretary for mustering purposes and the individual for the duration of the leave. Every effort shall be made by Department Heads to anticipate requests for convalescent leave so that paperwork may be completed in a timely manner avoiding undo hardships on convalescing individuals. Department Heads, or SDO after hours, shall ensure the Commander and CSO are made aware of any individual placed on convalescent leave and the circumstances surrounding the leave. If concurrence with convalescent leave recommendation is not considered appropriate, the matter will be referred directly to the CSO or the Commander for resolution.

4. Duty Standby Responsibilities. Vacations and short periods of rest from duty provide benefits in health and welfare necessary to the maintenance of maximum effectiveness of all individuals. In this regard, personnel shall not bear the responsibility of locating and arranging for necessary leave relief's or any other type of duty standbys for periods of leave of four days or more which have been requested and granted prior to the publication of any conflicting duty list or watchbill. Individuals submitting regular leave chits following publication of the watchbill will be required to arrange their own relief's. Personnel will not be required to get their own standbys for emergency leave or funded TAD, however, the Watchbill Coordinator must be informed as soon as possible in order for a standby to have enough time to prepare for an unscheduled watch.

5. Approving Authority for Leave Requests

a. The following officers are authorized to approve requests for leave for the Commander:

(1) Chief Staff Officer (for all officers)

(2) Department Heads (for all personnel assigned to their department)

(3) Staff Duty Officer (outside of normal working hours)

b. Leave Paper Submission

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(1) Fill out leave chit.

(2) Leave balances and leave used during current fiscal year may be obtained from the leave clerk in Admin.

(3) After chit has been routed via the proper chain of command, per reference (c), the chit will be returned to Admin for assignment of a Leave Control Number (LCN).

(4) After LCN is assigned, the white and pink copy will be taken to the quarterdeck (by Admin) and placed in the leave/TAD binder.

c. Check In/Out Procedures

(1) On the day leave commences, pick up leave paper from quarterdeck (if leave commences on a weekend or holiday, leave papers may be picked up the work day prior).

(2) Personnel will always maintain the white copy of the leave paper on them during leave. Immediately upon returning from leave and checking back in, turn the leave paper (properly annotated) back in to Admin.

(3) Admin will forward the appropriate paperwork to PSD for checkage of leave taken no later than five working days after completion of leave. (NOTE: If no white copy is received in admin within these five working days, members will be charged for the entire period of leave originally requested on the leave chit).

d. Leave Charged. Leave will be computed and charged per reference (a) and will be verified by the Administrative Department Leave Clerk. To ensure "smart" leave chits are submitted, all personnel must ensure work hours, duty days, weekends and holidays are considered in conjunction with the computation regulations prescribed in reference (a) taking into account all computation regulations.

6. Sick In Quarters (SIQ). Members placed in an SIQ status must present a copy of appropriate paperwork from medical to their Leading Chief or Department Head for review prior to beginning SIQ. Members must ensure compliance with all restrictions of SIQ to ensure accountability and recovery. Department Heads shall ensure the CSO is informed of all members in an SIQ status. Personnel hospitalized or placed in an SIQ status while on leave shall not be charged with leave for the period of hospitalization or SIQ status.

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A copy of all SIQ documentation must be provided to Admin for mustering purposes.

7. Liberty Regulations. A valid Armed Forces ID Card, DD Form 2N, shall suffice to identify all personnel on authorized absence not classified as leave.

a. Regular liberty may be granted to personnel not in a duty status, daily from 1630 to 0730 the following morning. Weekend liberty may be granted from 1630 Friday until 0730 the following Monday. Liberty may be extended if the period includes a national holiday proclaimed by the President or authorized by the Secretary of the Navy.

b. Special Liberty: (A copy of all liberty chits will be returned to the appropriate departmental mustering Petty Officer):

(1) One day Special Liberty:

Enlisted: Department Heads will approve special liberty for one day for deserving individuals.

Officers: The Chief Staff Officer will approve one day liberty requests for all officers.

(2) Two or more days (including weekends):

Enlisted and officer: The Commander will approve all requests for two or more days.

c. Three day special liberty is a liberty period designed to give a servicemember three full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the fourth day (e.g., from Monday evening until Friday morning). When a 3-day liberty embraces only regular liberty time, such as a Saturday and Sunday with a Monday or Friday national holiday (when scheduled work hours are not included), the time off is treated as regular liberty.

d. Four-day special liberty is a liberty period designed to give a servicemember four full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the fifth day, and including at least two consecutive non-working days (e.g., from Wednesday evening until Monday morning).

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e. Requests for special liberty must be submitted three days in advance, on Special Request/Authorization Form NAVPERS 1336/3, via the chain of command. Personnel will not proceed on special liberty until the request has been signed as approved.

f. Personnel in a duty status will not be granted special liberty except in an emergency, unless a standby is arranged by requester. No special consideration will be given to special liberty requests pertaining to the watchbill or watch rotation.

g. Due to the commands close proximity to the border, personnel planning on proceeding on liberty to Mexico will be required to submit a special request chit via chain of command, indicating the dates, time and destination while in Mexico. The special request chit is solely for the purpose of ensuring the commands knowledge of your location should an emergency occur preventing your timely return. Prior to departing on liberty to Mexico, Department Heads will ensure all members are aware that they must contact the duty section should an emergency occur.

8. Conduct during Leave or Liberty. All personnel governed by the provisions of this instruction are reminded that the granting of leave and liberty is the prerogative of the command. Personnel must at all times conduct themselves in a highly exemplary manner while on leave or liberty. Sober and reasonable operation of a motor vehicle while on leave or liberty is considered an integral part of good conduct ashore. The attention of all personnel is likewise directed to the prohibition against hitchhiking, or the soliciting of rides on public thoroughfares. This is a violation of Navy Regulations and against Texas and many other state laws. The practice of hitchhiking is unmilitary, dangerous and not in keeping with the dignity, high standards of conduct and self-reliance expected of men and women of the Armed Services. All personnel are further reminded that Navy Regulations state that Navy personnel are required to use seat belts at all times, including periods of leave and/or liberty, regardless of state laws.

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9. Action. All departments will keep their personnel apprised of the contents of this instruction and will ensure that the policies and regulations set forth herein are complied with.

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Distribution:
COMOMAGINST 5216.1R
List I, II (Case A)